

# CURRENT JAMESTOWN JOB OPPORTUNITIES

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## Administrative / Harbor Clerk

- **Type:** Full Time
- **Salary/Pay Rate:** \$22.15 / hour
- **Posted Date:** 05/10/2022
- **Deadline to Apply:** 05/27/2022 3:00 PM

**TITLE:** Harbor Clerk and Administrative Assistant to the Chief of Police

**DEPARTMENT:** Police Department

### POSITION SUMMARY:

Under the general supervision of the Harbor Commission Executive Director and Chief of Police, the Administrative Assistant shall manage the issuance of nearly 1,000 Town owned moorings, be responsive to customer concerns and develop a comprehensive knowledge of the governing ordinances and rules. Additionally, shall review and submit payroll, account revenues and expenses.

This position requires previous experience with office and administrative functions, excellent computer skills, excellent communication and organizational skills.

This is a full time position with an hourly rate of \$22.15 and excellent benefit package.

### HOW TO APPLY:

[Review Full job description.](#)

[Complete application](#) and submit to Chief Edward Mello, 250 Conanicut Avenue, Jamestown RI 02835

Application period ends on **May 27, 2022 at 3:00 PM**